



## Office of the Missouri State Auditor Career Opportunity

<b><u>POSITION TITLE:</u></b>	Director of Communications
<b><u>LOCATION:</u></b>	Jefferson City, MO
<b><u>SALARY:</u></b>	Commensurate with experience
<b><u>CLOSING DATE:</u></b>	January 13, 2023

The Missouri State Auditor's Office is seeking a high-level **Communications Professional** who will be responsible for the overall public message of the State Auditor's Office. This includes oversight of both the media/public relations operations and the construction of the audit reports once fieldwork is completed. The position will perform other work as assigned in support of the State Auditor's Office.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*This description may not include all of the duties, knowledge, skills, or abilities associated with this position.*

- Coordinates all public information functions of the office including press releases, press conferences, and media inquiries.
- Directs the construction of audit reports including citizen's summary.
- Researches and prepares speeches and talking points.
- Creates handouts, posters, brochures, and displays.
- Responsible for State Auditor's website including layout and updates.
- May require occasional statewide travel.
- Experience with video editing is a plus.

### **JOB KNOWLEDGE, SKILLS, AND ABILITY:**

- Ability to present ideas clearly and concisely, both orally and in writing, and a demonstrated ability to quickly comprehend and utilize new concepts and strategies.
- Thorough knowledge of the principles of public and business administration.
- Considerable knowledge of the organization of Missouri state and county governments.
- Ability to develop a thorough understanding of complex and controversial issues, and to deal with those issues in a professional manner.
- Ability to prepare written reports and make oral presentations.

### **QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree or higher in communications, public relations, marketing, English, or a closely related field.
- Five years' experience in media relations.
- Applicants must submit writing samples and/or a portfolio of recent work.

### **APPLICATION PROCESS:**

*In order to be considered for this position, please submit employment application, cover letter, resume, writing sample, copy of transcripts, and contact information for three professional references to:*

Office of the Missouri State Auditor  
ATTN: Human Resources  
P.O. Box 869  
Jefferson City, MO 65102

Fax: (573) 751-7984  
Email: [recruiter@auditor.mo.gov](mailto:recruiter@auditor.mo.gov)

*Applications will not be considered until all documents have been received.*

*Employment Application can be located on our website at: [auditor.mo.gov](http://auditor.mo.gov)*